



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 16, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 17, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 31, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's Illinois Surveyor-in-Training license must accompany applications for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

LS III

Senior Plats & Plans Surveyor
Region 1/District 1/Land Acquisition
Highways
Schaumburg

Attachments
40874

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, May 31, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's Illinois Surveyor-in-Training license must accompany applications for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Land Surveyor III

Salary Range: \$4,940 - \$8,700

Position Title: Senior Plats & Plans Surveyor

Union Position: ☒ Yes ☐ No

Position Number: PW803-23-51-501-00-01

IPR#: 40874

Office/Central Bureau/District/Work Address:

Division of Highways/Region One/District One/Bureau of Land Acquisition/201 W. Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for the preparation of complicated right-of-way plats, plans, legal descriptions, and related documents and drawings concerned with land acquisition and condemnation. It is also responsible for the review of plats and plans prepared by consultants.

Special Qualifications:

The following criteria is required:

- Current Illinois Surveyor-in-Training license
- Valid driver's license
- Districtwide travel with occasional statewide travel and possible overnight stays

The following criteria is desired:

- Four years of experience in the practice of land surveying or the preparation of Plats of Highway and legal descriptions including experience with IDOT standards
- Four year degree from an accredited college or university in land surveying or related science with 24 hours of land surveying course work
- Ability to supervise staff engaged in either field or office surveying functions

Shift/Remarks:

8:00 am – 4:15 pm / Monday - Friday (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 9, 2016	POSITION:	Senior Plats & Plans Surveyor
APPROVED BY:	Pamela Broviak	OFFICE/DIVISION:	Highways/District One Bureau of Land Acquisition
CODE:	PW803-23-51-501-00-01	REPORTS TO:	Chief of Plats and Plans

Position Purpose

This position is accountable for the preparation of complicated right-of-way plats, plans, legal descriptions, and related documents and drawings concerned with land acquisition and condemnation. It is also responsible for the review of plats and plans prepared by consultants.

Dimensions

Subordinate Personnel - Direct	1 to 3 Technical
Indirect	1 to 2 Technical, 10 to 20 Consulting Engineering
Annual Land Acquisition Program	Number of Projects - 25 to 35
	Number of Parcels - 300 to 600
	Dollar Volume - \$2 to \$6 Million

Nature and Scope

This position reports directly to the Chief of Plats and Plans. Reporting to this position directly are one to three Plats and Plans Technicians as well as various consulting surveying/engineering firms retained to assist in surveying and land acquisition assemblage.

This position functions in widely varied land use environments from strictly rural to highly urbanized. The incumbent provides consultants with advice on matters relating to the preparation of right-of-way plans and legal descriptions. The incumbent will be working on projects at various stages of completion simultaneously, with up to 20 different consulting surveying/engineering firms. This position is unique in that it requires the incumbent to have the necessary experience and knowledge in the practice of land surveying to work with the Chief of the Survey Section with the responsibility for the preparation of plats and legal descriptions, by either internal staff or surveying/engineering consultants, for all properties needed for the department's construction projects.

Typical problems involve the design and development of right-of-way plans, plats and legal descriptions that are often complicated due to conflicting ownership and title evidence of record. The greatest challenge of this position is to ensure the accuracy and completeness of the Plats of Highway and legal descriptions providing protection to the Department in that highway improvements are constructed on land owned by the Department.

The incumbent is accountable for correct interpretations of legal descriptions, retracement of boundary lines, resolution of differences between title boundary lines and lines of occupation resulting from conflicting descriptions and record evidence, reviewing plans for proposed construction to ensure the right of way acquired matches the right-of-way shown in the plans, evaluating whether adjacent land can be combined to reduce the number of acquisitions, and resolving conflicts in parcel descriptions. The incumbent personally directs and monitors the progress of right-of-way work which may include: determining title needs, researching ownership records and reviewing title commitments. S/He personally reviews all documents prepared under his/her direction. The incumbent schedules, monitors and directs the work of the consulting surveying/engineering firms in their preparation of right-of-way plats, legal descriptions, and all other exhibits or documents related to the land acquisition and property management process. The incumbent analyzes and correlates right-of-way Requirements, ownership and title evidence, field survey data and determines the

location of boundary lines and record land monuments. The incumbent performs occasional field surveys and staking of existing and proposed right-of-way. The incumbent exercises professional judgment using past experience in evaluating title evidence and portraying and describing parcels to be acquired. The incumbent performs duties in the field including but not limited to finding and setting of monuments, traversing, geospatial positioning, boundary and topographic surveys, and equipment inventory and maintenance.

The incumbent accomplishes accountabilities with the assistance of Plats and Plans Surveyors/Technicians and consultants who prepare right-of-way plats, legal descriptions, and any additional documentation related to the practice of land surveying needed to acquire property.

The work of this position is broadly governed by Illinois and federal statutes and by municipal and county ordinances. S/He is constrained by departmental rules and regulations. For effective performance, the incumbent must have extensive knowledge in land surveying practices and how they may be affected by changes in Illinois Revised Statutes.

The incumbent works closely with personnel from the Central Bureau of Land Acquisition, all district bureaus, land surveying/engineering consultants, and title companies. Interaction with local municipalities and the general public may be required. Travel is required of this position.

The effectiveness of this position is measured by the accurate completion of right-of-way plats and legal descriptions so as to permit the acquisition of right-of-way in accordance with established schedules, statutes, and Department rules and regulations.

Principal Accountabilities

1. Performs complex right-of-way activities as necessary for the preparation of plats, legal descriptions, and related documents necessary for the acquisition or management of right-of-way.
2. Reviews the right-of-way documents prepared by staff and consulting surveying/engineering firms retained by the Department.
3. Ensures all title commitments required are ordered in advance, and in order to minimize delays to acquisition, reviews these for possible conflicts.
4. Performs duties in the field including but not limited to finding and setting of monuments, traversing, geospatial positioning, boundary and topographic surveys, and equipment inventory and maintenance.
5. Tracks project progress to minimize delays in acquisition. Responds to inquiries in a timely and professional manner.
6. Properly trains and monitors performance of reporting staff.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules, and performs all duties in a manner conducive to the fair and equitable treatment of all employees.